

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

**Authorized Multiple Award Schedule 738 X
Human Resources and EEO Services**

**Contract Number
GS-15F-0059M**

Contract Period of Performance
July 10, 2002 through November 9, 2007

MSM Security Services, LLC.
6401 Golden Triangle Drive, Suite 200
Greenbelt MD 20770
Attn: Eric Crowe
Tel: 301-860-3093
Fax: 301-860-6701
Small Business

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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SPECIAL ITEM NUMBERS (SIN)**595 21 – HR GENERAL SUPPORT SERVICES**

General Support Services: Planning; Recruitment and Internal Placement; Pre-Employment Screening including, (NACLC, LAC, SSBI, SSBI-PR) and Misconduct Investigations; Position Classification; Personnel Actions; Training; Employee Assistance; Employee Relations; Outplacement.

CUSTOMER INFORMATION

1. Scope of Contract:

Human Resources and EEO Services	
SIN	Title
595-21	HR General Support Services

This contract shall only be used for the services listed. Inappropriate use of the contract for other than Human Resources and EEO Services may subject the contractor/agency to penalties provided by statute and regulation.

2. Maximum Order.

\$1,000,000 per Order. Notwithstanding this limit, agencies may place and MSM Security Services, LLC. may honor orders exceeding this limit in accordance with FAR 8.404. This maximum order value is a dollar amount at which it is suggested that the ordering agency request greater discounts from the contractor before issuing the order. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order.

3. Minimum Order.

\$100.00 unless MSM Security Services, LLC. agrees to accept a smaller order amount. When the Government requires supplies or services covered by this contract in an amount less than \$100, the Government is not obligated to purchase, nor is MSM Security Services, LLC. obligated to furnish those supplies or services under the contract. However, if the Government places such orders, they shall be deemed to be accepted by MSM Security Services, LLC., unless returned to the ordering office within 5 workdays after receipt by MSM Security Services, LLC.

4. Geographic Coverage (delivery area).

Services offered Locally, Nationally and/or Worldwide. The geographic scope of this contract is the 48 contiguous states and the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico, and, on a worldwide basis, all U.S. Government installations and/or agencies abroad and any foreign country in which the U.S. Government does not prohibit trade

5. Point(s) of production (city, county, and State or foreign country).

All items listed herein are domestic end products, from designated countries under the Trade Agreements Act or are U.S. made end products. Services under this Schedule/Price List are available at any client location within the geographic scope on a TDY or permanent basis.

6. Discount from list prices or statement of net price.

Not applicable

7. **Quantity discounts.**
Not applicable
8. **Prompt payment terms.**
Net 30
9. **Government Purchase Cards**
 - a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**
Government Commercial Credit Cards will be acceptable for payment. Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.
 - b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**
Government purchase cards will be acceptable for payment above the micro-purchase threshold.
10. **Foreign items (list items by country of origin).**
Not applicable
11. **Deliveries:**
 - a. **Time of delivery.**
Reference Ordering Procedures for Services. Delivery Schedule specified by task order. MSM Security Services, LLC. will deliver or perform services in accordance with the terms negotiated in the agency's order.
 - b. **Expedited Delivery.**
Items available for expedited delivery are noted in this price list.
 - c. **Overnight and 2 day delivery.**
Please contact MSM Security Services, LLC. for specific rates.
 - d. **Urgent Requirements.**
Please contact MSM Security Services, LLC.
12. **F.O.B. point(s).**
Destination
13. **Ordering:**
 - a. **Ordering address(es).**
MSM Security Services, LLC.
6401 Golden Triangle Drive, Suite 200
Greenbelt MD 20770
Attn: Eric Crowe
(301) 860-3093

- b. Ordering procedures.**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es).**
MSM Security Services, LLC.
6401 Golden Triangle Drive, Suite 200
Greenbelt MD 20770
Attn: Accounts Receivable
- 15. Warranty provision.**
IAW the applicable statement of work. Reference Ordering Procedures for Services.
- 16. Export packing charges, if applicable.**
Actual cots plus applicable G&A.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**
Not applicable
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).**
Not applicable
- 19. Terms and conditions of installation (if applicable).**
Not applicable
- 20. Terms and conditions of repairs and/or services.**
- a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from the list prices (if applicable).**
Not applicable
- b. Terms and conditions for any other services (if applicable).**
Not applicable
- 21. List of service and distribution points (if applicable).**
Not applicable
- 22. List of participating dealers (if applicable).**
Not applicable
- 23. Preventive maintenance (if applicable).**
Not applicable
- 24. Special Attributes:**
- a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**
Not applicable

- b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/:**
Not applicable
- 25. DUNS/TIN Numbers:**
- a. **Data Universal Number System (DUNS) number.**
033892381
- b. **Taxpayer Identification Number.**
20-8038143
- 26. Notification regarding registration in Central Contractor Registration (CCR) database.**
Registered CAGE Code: 2S351
- 27. Security Requirements.**
In the event security requirements are necessary, the ordering activities may incorporate, in their delivery order(s), a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total amount of the dollar value of the order, which ever is lesser.
- 28. Purchase of Incidental, Non-Schedule Items.**
For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items. These costs will be negotiated separately with the ordering agency per the guidelines set forth in the FAR. If an order requires other direct costs, MSM Security Services, LLC. will burden such costs with the appropriate indirect rate(s) according to the applicable MSM Security Services, LLC. disclosure statement.
- 29. Travel & Other Direct Costs (ODC)**
For travel and ODC's costs, MSM will follow the Federal Travel Regulations or Joint Travel Regulations, as applicable. As documented within MSM's disclosure statement for each Business Unit, MSM Security Services, LLC. will apply applicable indirect rates to travel and/or ODC costs per our disclosure statements.
- 30. Differentials/Allowances**
The rates included herein do not include Cost of Living Allowances or Site Differentials, nor do they include Housing or Relocation Costs. These costs, to include overtime pay and shift differentials shall be negotiated separately on a case-by-case basis with the ordering agencies. Additionally, the rates do not include Hazardous Duty Pay or Sea Duty/Isolated Duty. These costs shall also be negotiated separately on a case-by case-basis with the ordering agencies.

31. Overtime

MSM Security Services, LLC. observes all overtime pay requirements of the Fair Labor Standards Act of 1938, as amended. Thus all employees who are subject to the law's wage and hour provisions (that is "non-exempt" employees, such as administrative personnel and certain technicians) will receive compensation for approved overtime in accordance with those provisions. In states that have established other overtime standards, applicable legal requirements will be observed.

32. Defense Priorities and Allocations System Requirements

For task orders issued under this schedule, MSM Security Services, LLC. recognizes the Defense Priorities and Allocations System Requirements regulation, reference DFAR 252.211-15.

33. Industrial Funding Fee.

The Industrial Funding Fee is included in the labor rates awarded. The IFF does not apply to off-schedule items such as travel, materials, and other direct costs.

SIN 595-21C
HUMAN RESOURCES AND EEO SERVICES
RATES

HUMAN RESOURCES AND EEO SERVICES

PRICING FOR HUMAN RESOURCES SERVICES

SEARCHABLE TYPES AND RATES

SIN	Search Type	Quantity	Year 1	Year 2	Year 3	Year 4	Year 5
595-21C	National Agency Checks with Local Agency Check (NACLCL)	1000 - 2500	\$ 883.76	\$ 914.69	\$ 944.37	\$ 977.41	\$1,011.63
		2501 - 5000	\$ 664.74	\$ 688.01	\$ 710.33	\$ 735.19	\$ 760.92
		5001 - 7500	\$ 649.55	\$ 672.28	\$ 694.09	\$ 718.38	\$ 743.53
		7500+	\$ 640.13	\$ 662.54	\$ 684.03	\$ 707.92	\$ 732.75
595-21C	Local Agency Check (LAC)	1000 - 2500	\$ 695.30	\$ 719.63	\$ 742.98	\$ 768.98	\$ 795.90
		2501 - 5000	\$ 548.22	\$ 567.41	\$ 585.81	\$ 606.32	\$ 627.53
		5001 - 7500	\$ 541.10	\$ 560.04	\$ 578.21	\$ 598.45	\$ 619.38
		7500+	\$ 522.94	\$ 541.24	\$ 558.80	\$ 578.35	\$ 598.60
595-21C	Single Scope Background Investigations (SSBI)	100 - 500	\$2,258.78	\$2,337.84	\$2,413.67	\$2,498.15	\$2,585.58
		501 - 1000	\$2,025.30	\$2,096.19	\$2,164.19	\$2,239.93	\$2,318.33
		1001 - 1500	\$1,891.15	\$1,957.34	\$2,020.84	\$2,091.57	\$2,140.16
		1501 - 2000	\$1,869.65	\$1,935.09	\$1,997.86	\$2,067.79	\$2,140.16
		2001 - 3000	\$1,855.66	\$1,920.61	\$1,982.91	\$2,052.31	\$2,124.14
		3001 - 5000	\$1,835.75	\$1,900.00	\$1,961.63	\$2,030.29	\$2,101.36
		5001 - 10000	\$1,829.69	\$1,893.73	\$1,955.16	\$2,023.59	\$2,094.41
		10001 - 20000	\$1,725.98	\$1,786.39	\$1,844.34	\$1,908.89	\$1,975.71
		20000+	\$1,703.13	\$1,762.74	\$1,819.91	\$1,883.62	\$1,949.54
		595-21C	Single Scope Background Investigations Periodic Reinvestigation (SSBI - PR)	100 - 500	\$1,700.55	\$1,760.07	\$1,817.17
501 - 1000	\$1,467.09			\$1,518.44	\$1,567.69	\$1,622.56	\$1,679.35
1001 - 1500	\$1,385.55			\$1,434.36	\$1,480.89	\$1,532.77	\$1,586.36
1501 - 2000	\$1,311.43			\$1,357.33	\$1,401.35	\$1,450.40	\$1,501.17
2001 - 3000	\$1,295.55			\$1,340.90	\$1,384.39	\$1,432.84	\$1,482.99
3001 - 5000	\$1,277.53			\$1,322.34	\$1,365.13	\$1,412.91	\$1,462.36
5001 - 10000	\$1,271.46			\$1,315.96	\$1,358.65	\$1,406.20	\$1,455.42
10001 - 20000	\$1,167.74			\$1,208.61	\$1,247.81	\$1,291.49	\$1,336.69
20000+	\$1,145.05			\$1,185.12	\$1,223.56	\$1,266.39	\$1,310.72
595-21C	Rates for Various Services (T&M Rates)			Program Manager	\$ 54.82	\$ 56.74	\$ 58.58
		Case Review Officer	\$ 49.56	\$ 51.29	\$ 52.96	\$ 54.81	\$ 56.73
		Field Investigator	\$ 35.19	\$ 36.43	\$ 37.61	\$ 38.92	\$ 40.29
		Administrator	\$ 44.65	\$ 46.21	\$ 47.71	\$ 49.39	\$ 51.11
		Pre-Screener	\$ 55.78	\$ 57.73	\$ 59.60	\$ 61.69	\$ 63.85

- A. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.
- B. The ordering office must establish a maximum performance incentive price for these services and /or total solutions on individual orders or Blanket Purchase Agreements.
- C. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.
- D. The above procedures do not apply to Time and Material labor hour orders.

DESCRIPTION OF SERVICES

DESCRIPTION OF SERVICES

SIN 595-21: NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECKS AND CREDIT CHECKS (NACLCL)

A NACLCL is the required initial minimum investigation for contractors for access at the Confidential, Secret, and DOE "L" levels, and for military service members for Secret and Confidential levels. The NACLCL is also the required reinvestigation for Federal employees, contractors and military service members for continued access at these same levels.

A NACLCL will consist of a national and local agency check. Search of records of appropriate national agencies will be performed by the requesting federal agency. The Local Agency Check (LAC) will include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests. A financial review and verification of the subject's financial status, including credit bureau checks verifying all locations where the subject has resided, been employed, or attended school for the past 5 years is included. A national credit history will be provided. A completed Electronic Personnel Security Questionnaire (EPSQ) or customer specific security questionnaire must be provided including applicable releases and supporting documentation. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 7. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

SIN 595-21: LOCAL AGENCY CHECK (LAC)

Agencies may choose to task only the LAC portion of the NACLCL case type if their internal resources are utilized to obtain national Credit Bureau reports.

The Local Agency Check (LAC) will include checks of law enforcement agencies having jurisdiction where the subject has lived, worked, and/or attended school within the last five years, and if applicable, of the appropriate agency for any identified arrests. A completed Electronic Personnel Security Questionnaire (EPSQ) or customer specific security questionnaire must be provided including applicable releases and supporting documentation. Expansion of the investigation to resolve any criminal, financial, or other issues of concern is included in the basic case price. Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 6. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

SIN 595-21: SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)

An SSBI is conducted to meet investigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization.

An SSBI will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); Defense Clearance and Investigations Index (DCII); records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). Also required are NAC checks on the subject's spouse or cohabitant for all of the aforementioned files with the exception of the FBIF. Citizenship is verified on the subject and spouse/cohabitant by the State Department, INS, or other record when appropriate; an INS search is required for all foreign-born immediate family members. These checks must be requested through federal government channels (i.e. OPM) by the requesting agency.
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to MSM along with the security questionnaire and releases).
- **Subject Interview:** An in-person interview of the subject of the investigation which will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions. Additional Subject interviews may be conducted to collect relevant information or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the National Agency Check or issues that occurred beyond the 10 year scope of the investigation are not included in the base case price.
- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the most recent 7 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the testimony of a personal source who can verify the subjects activity during that period. Any listed significant derogatory employment action during the 10 year scope of the investigation will also be investigated and included in the report.
- **Education:** All education during the most recent seven years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted. A transcript of the highest degree earned will be obtained regardless of when earned.
- **Residence:** Residences of over 60 days in the most recent three years of the scope of the investigation will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported.
- **References:** In addition to the employment, education, and neighborhood references identified above, interviews of at least four individuals, at least two of whom are not listed on the subject's security questionnaire, who have collective knowledge of the subject during the 10 year scope of the investigation, will be conducted and reported.
- **Local Agency Checks:** Checks of appropriate criminal history records, through either police or court agencies, covering all locations where the subject has resided, worked, or attended school for four months or more, including the current residence regardless of the duration, for the entire 10 year scope of the investigation will be conducted and reported.
- **Medical:** Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 10 year scope of the investigation will be verified through record review and/or personal interview of the health care provider.

- **Public Records:** Records of all court actions (both civil and criminal) in which the subject is either the plaintiff or defendant will be verified by reviewing the court record.
- **Former Spouse:** An interview will be conducted of any listed or developed former spouse when the divorce occurred within the 10 year scope of the investigation.
- **Date and place of birth:** An original or certified copy of the subject's birth certificate will be obtained and included in the report of investigation.
- **Military Service:** Military service and type of discharge occurring outside the 10 year scope of the investigation will be verified through review of the service record.
- **Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements** are not included in the basic case price. Average number of leads expected on this case type is 25. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

SIN 595-21: SINGLE SCOPE BACKGROUND INVESTIGATION – PERIODIC REINVESTIGATION (SSBI- PR)

An SSBI-PR is conducted to meet reinvestigation requirements established by Executive Order 12968 for Critical-Sensitive positions requiring access to Top Secret and Sensitive Compartmented Information and for "Q" access authorization.

An SSBI-PR will consist of:

- **NAC:** National Agency Checks for the Subject of the OPM Security/Suitability Investigation Index (SII); Defense Clearance and Investigations Index (DCII); records of any investigation conducted by the FBI (FBIN); and Fingerprint verification of the FBI index of arrest records (FBIF). These checks must be requested through federal government channels (i.e. OPM) by the requesting agency.
- **Credit:** Credit bureau check (may be conducted by the requesting agency and provided to MSM along with the security questionnaire and releases).
- **Subject Interview:** An in-person interview of the subject of the investigation which will attempt to resolve any potentially derogatory information and will elicit any additions, deletions or corrections to forms submitted by the Subject. The interview will utilize a standard set of questions. Additional Subject interviews may be conducted to collect relevant information or to resolve significant inconsistencies if required. Subsequent Subject interviews required to resolve issues discovered as a result of the National Agency Check or issues that occurred beyond the 5 year scope of the investigation are not included in the base case price.
- **Employment:** All employment, including part-time, intermittent, self-employment, unemployment, and military service, for the 5 years of the scope of the investigation will be verified through employment records. Employment of 6 months or more (consecutive or cumulative) will include the personal interview of two sources (supervisor, co-worker, or both). Unemployment periods of 60 days or more (consecutive or cumulative) will also include the testimony of a personal source who can verify the subjects activity during that period.

- Education: All education during the 5 years of the scope of the investigation will be verified by reviewing the transcript. If education is the primary activity, a reference interview will be conducted.
- Residence: The subject's current residence of over 60 days will be verified by interviewing two neighborhood references. If the subject was not the owner of the residence, rental records will also be reviewed and reported. Verification of additional residences within the 5 year scope of the investigation will be collaterally verified during reference interviews.
- References: In addition to the employment, education, and neighborhood references identified above, interviews of at least two individuals, at least one of whom are not listed on the subject's security questionnaire, who have collective knowledge of the subject during the 5 year scope of the investigation, will be conducted and reported.
- Local Agency Checks: Checks of appropriate criminal history records, through either police or court agencies, covering all locations where the subject has resided, worked, or attended school for four months or more, including the current residence regardless of the duration, for the entire 5 year scope of the investigation will be conducted and reported.
- • Medical: Checks of any relevant drug treatment, alcohol treatment or mental health counseling for the entire 5 year scope of the investigation will be verified through record review and/or personal interview of the health care provider.
- Public Records: Records of all court actions (both civil and criminal) in which the subject is either the plaintiff or defendant will be verified by reviewing the court record.
- Former Spouse: An interview will be conducted of any listed or developed former spouse when the divorce occurred within the 5 year scope of the investigation.
- Unique training, security, credentialing, quality or integrity oversight, reporting, or investigative technique requirements are not included in the basic case price. Average number of leads expected on this case type is 16. If the average varies 25% or more over the entire task order, case prices will be adjusted accordingly. Pricing is based on a case completion requirement of 90 days from receipt of completed EPSQ or customer specific security questionnaire from the requesting agency.

SIN 595-21: VARIOUS SERVICES

MSM offers the expertise of the following categories of employee for either short-term or long-term support as required.

PROGRAM MANAGER

Responsible for planning, organizing, and managing a non-technical project, or series of smaller non-technical projects, or a definable piece of a larger program for successful completion and performance consistent with contractual agreements. Also, responsible for acquiring follow-on business associated with assigned projects and for supporting new business development by managing or assisting with proposals. Projects managed are typically of moderate technical complexity. Requires Bachelor's Degree or equivalent, and 12 to 15 years of related (technical environment) experience.

CASE REVIEW OFFICER

Processes personnel security background investigation information for completeness and accuracy before sending to the customer for determination of security clearances. May work in a

variety of functional areas including Administration, Scoping, Local Agency Checks (LAC), Assignments, Review, and Quality Assurance. Reviews personal documents, Personnel Security Questionnaires (SF86), and other records to ensure they are accurate, complete, and in compliance with client's guidelines. Uses knowledge of government manuals to ensure compliance. Contacts Certifiers as needed to obtain additional information. May determine type and scope of investigations. Enters appropriate data into Access or other database. Assigns, coordinates, organizes and/or facilitates follow-up with investigators to ensure accuracy and integrity of investigation. May conduct quality assurance reviews by soliciting feedback from individuals interviewed during the background investigation, and by assisting callers with questions or complaints about the investigation or the unprofessional behavior of an investigator or an employee. Reviews and evaluates investigator reports to ensure they are complete, accurate and timely. Prepares final Reports of Investigation (ROI) for various clients. Reviews and executes actions necessary to complete cases. May perform third-level reviews. May function as lead or supervisor to lower level employees on an interim basis. May perform duties on multiple contracts. High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6-8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in government security or PSI preferred.

Specific duties include: Case Reviewers are responsible for overall management of cases upon receipt from the Assignment Department through final ROI submission to the customer. Responsibilities include ensuring that fax call-in and ROI due dates are met via frequent contact with field investigators to monitor status of assigned work, timely review of cases for assignment and scoping errors, timely assignment of additional leads when required, proof/edit, preparation of final Reports of Investigation, communication with customer representatives, e-Voucher approval, and inputting information in CMS.

FIELD INVESTIGATOR

Assists with all facets of background investigations on individuals requesting a security clearance. Conducts interviews, documents and submits interview summarization through an on-line system. Requires a High School diploma and 5 to 6 years of related experience.

ADMINISTRATOR

High school diploma or equivalent required. Some college education would be helpful. Requires a combination of education and experience (6 to 8 years total). Must be able to obtain security clearance for access to classified information. Courses or certification in Government security or PSI preferred.

Specific duties include: Administrative staff are responsible for processing all incoming and outgoing work, including customer taskings, investigator ROI submissions, e-Voucher assistance, CMS administration, scanning documents, creating file folders, copying, coordinating home typing assignments, obtaining credit reports, proof/edit activities, generating correspondence, preparing local agency check requests, and assisting the Program Manager.

PRE-SCREENER

Reviews personal documents, Personnel Security Questionnaires (SF86) and other records to ensure they are accurate, complete, and in compliance with the client's guidelines. May determine the type and scope of investigations. Enters appropriate data into Access or other database. May function as lead or supervisor to lower-level employees on an interim basis. May perform duties on multiple contracts. High school diploma or equivalent required. Some

college education would be helpful. Requires a combination of education and experience (6 to 8 years total). Must be able to obtain security clearance for access to classified information or meet the customer's minimum clearance requirements. Courses or certification in Government security or PSI preferred.

Specific duties include: The on-site Pre-screener is primarily responsible for receiving and thoroughly reviewing case papers prior to assignment to MSM for background investigation (BI) processing to ensure that they are complete. This process involves direct communication with applicants to obtain missing or necessary information and documents relevant to subsequent investigation and constant interaction with customer personnel. Additional duties include: Preparation of cover sheets noting all actions and deficiencies; Packaging and forwarding case papers to MSM; Preparing daily productivity reports; Coordinating special request assignments; Communicating necessary information to MSM scoping staff; Reporting case status to the customer on cases of interest and coordinating expedite case taskings; Receiving completed MSM Reports of Investigation for delivery to the customer; Scheduling meetings between MSM and customer personnel; Assisting with Visitor Request processing; Performing additional duties as required by the customer regarding case processing, status reports and Statement of Work compliance.